

Robert's Rules of Order

Words to Use as a Member

To Speak in a Meeting (Seek Recognition to Speak)

Member A: [Stand]	Madam President!
Chair:	Mr. A.
Member A:	[Say what you have to say, then sit when finished.]

To Make a Motion

After being recognized to speak:	I move that...
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To Second a Motion

Remaining seated, without seeking recognition:	Second!
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To Make *Particular* Motions

After Being Recognized By the Chair to Speak:		
Adjourn	I move to adjourn.	
Amend	I moved to amend: [EXAMPLES] by striking out “blacktop” before “driveway”. by inserting “the the meadow” after “building”. by striking out “concrete” and inserting “blacktop”. by striking out the third paragraph. by inserting the following paragraph on page 6 after line 5:... by substituting for the pending motion the following:...	
Commit or Refer	I move to refer the motion to a committee of three to be appointed by the chair.	
Count Vote	I move that the vote be counted.	
Debate, Close Immediately	I move the previous question.	
Debate, Limit, Extend Limits of	I move that debate be limited to one speech of three minutes for each member.	
Postpone to a Certain Time	I move to postpone the question to the next meeting.	
Previous Question	I move the Previous Question.	
Recess	I move to recess for five minutes.	
Suspend the rules	I move to suspend the rules and ...	
Without needing to Be Recognized By the Chair to Speak:		
Appeal [Stand]	I appeal from the decision of the chair.	
Demand a Rising Vote [Need not Stand]	Division!	
Parliamentary Inquiry [Stand]	Member:	A parliamentary inquiry, please.
	Chair:	The Member will state his (her) inquiry.
	Member:	[Example:] Is a motion to adjourn now in order?
Point of Information [Stand]	Member:	Mr. President, I rise to a point of information.
	Chair:	The member will state his (her) point.
	Member:	[Example:] The motion calls for a lot of money to be spent. Will the Treasurer tell us how much money the Society has in the bank?
Point of Order [Stand]	Member:	Point of Order!
	Chair:	The member will state his (her) point of order.
	Member:	I make the point of order that...

Guide from:

Roberts Rules of Order, Newly Revised, in Brief, by Henry M. Robert III, *et al.* Cambridge: Da Capo Press, 2004.